

**Board of Prison Terms
Job Opportunity
Associate Personnel Analyst
Administrative Services Division**

Duties: Under the direction of the Staff Services Manager II, this position will be responsible for assisting in the examination selection process, including but not limited to preparation and distribution of exam bulletin; application review, securing panel members, notification to candidate, etc; prepare annual exam plan. Responsible for analyzing all Request for Personnel Action, including review of action requested to determine if appropriate, perform analysis of reclassification requests and classification studies, submit required support document to control agencies for review and approval. Provide technical assistance to managers and Executive Office on various personnel management issues, including recruitment, Training and Development assignments, lateral transfers, out-of-class assignments, etc. Interpret and apply State Personnel Board and Department of Personnel Administration laws and rules, bargaining contracts, policies/procedures for management and employees. Serve as the Employee Assistance Program (EAP) coordinator for Board of Prison Terms. Serve as the BPT training coordinator, including the review of all training request for appropriateness; ensuring mandatory training is completed for new hires track and monitor training expenditures; assist with scheduling all staff training when needed.

Desirable Qualifications: Experience reviewing/approving position allocations; the ability to work independently or in a team; working knowledge of the technical aspects of personal management; experience with the selection process, including using the State Personnel Board (SPB) on-line exam process; knowledge and experience with interpreting/applying laws and rules governing state civil service and bargaining contracts; customer service oriented. Analyze information and present ideas effectively, both orally and in writing; develop and evaluate solutions and alternatives; gain and maintain the confidence and cooperation of those contacted during the course of work.

Who Should Apply: Individuals currently at the level of Associate Personnel Analyst or who have reinstatement or list eligibility for this classification. May consider applicants at the Staff Services Analyst level if individuals meet desirable qualifications.

Salary: \$3,915.00-\$4,759.00

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: **Shelly Frederickson**
(916) 323-7992

Deadline: **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.